



Information Regarding Syllabus Submission for Transfer Credit

You are required to submit your official syllabus (course outlines) when requesting transfer credit.

Syllabus must be official institutional documents that contain the following information:

- Home Institution logo and name, the division/faculty/school, the year
- Course code and title
- Number of weeks duration and hours per week, including lab hours, if applicable
- Credit value
- Pre- and co-requisites, if applicable
- Detailed description of the course content and the course objectives
- A list of the topics covered in the course (may include a detailed list of assigned readings)
- Assessment method and assignments
- Textbooks and course materials

TIP: Outlines from when you took the courses are acceptable, even if you have made notes on them.

Syllabus from third party providers will not be accepted.

Submit syllabus along with the SoBE Transfer Credit Request form through the online Transfer Credit Request link at www.tru.ca/business/students